

**NWEA | Maine Administration Training Session**  
**Test/Assessment Administrators and Proctors**  
**Wednesday, April 13, 2022**  
**Q & A Document**

**Q. *Will a copy of the slide deck be sent out?***

A. Yes, the recording and a Q&A document will be provided by the Maine DOE.  
[https://www.maine.gov/doe/Testing\\_Accountability/MECAS/NWEA](https://www.maine.gov/doe/Testing_Accountability/MECAS/NWEA)

**Q. *When creating a new session for a student to work on a test in a new setting, will accommodations need to be reassigned to each session? Once they have been assigned to the student, will they transfer to other sessions?***

A. Accommodations will need to be added for each test session. If a student is continuing a previously started test in a new session the students' progress will start where they left off, but the accommodation will need to be assigned again.

**Q. *If a student has an accommodation but chooses not to use it, should we change their selection in the system? Will the data analysis be off because they did not use the accommodation?***

A. You should assign accommodations in the system if a student is supposed to receive one as documented in their IEP/504. Even if the student declines to use it, you will still need to assign it in the MARC (MAP Administration and Reporting Center) platform. Since the student declined using an accommodation, it should be noted in the student result/report and cumulative file.

**Q. *Can I select for TTS (Text to Speech) to read the passages for a math assessment?***

A. TTS should be assigned only to students who require this accommodation in their daily instruction. This should be documented by an IEP/504. For the Math and Language Arts Assessments you may select the option to have the passages read. This is not allowable for the Reading assessment passages. (Reference: Slides 20 –23)

**Q. *Are students allowed to use classroom tools such as multiplication charts and hundreds charts for the math test session now?***

A. No, only the tools that are embedded in the system are allowed.

**Q. *If a student is listed in a session yet the student will be testing in a different setting, can they be added to another session simultaneously?***

A. Yes, they can. If a student was in your group and were moved to a different group, you don't have to remove them from the current session. They can be added to another session at the same time. Students can only be confirmed in one test session at a time.

**Q. *I will be testing homeschoolers and don't want to mess up my local data. We use Clever to roster our kids, so I'll need to roster the home school kids manually. Is there some way to set up a whole different school and put these kids into it? I need to get the same reports I can get for our regular students as some of these kids are home schooled due to covid and are planning to come back next school year.***

- A. Maine's policy is for testing homeschooled students is the student must be enrolled in the Synergy State Enrollment System and have a 9-digit SSID number. You will have to ensure that they have Student State ID numbers assigned. We suggest you create a separate class or program for those home-schooled students within a legit Maine school.
- Q. *Does testing have to take place in the app or secure browser only, or can this be done straight from the website?***
- A. The App / Secure Browser is the most secure experience and preferred and best practice. There are some instances when using the website:
- Homeschooled Students if they cannot come to a school building
  - Students in quarantine
  - Students currently located in another state.
- Q. *Will there be a security training video for proctors?***
- A. The NWEA training that applies to Test/Assessment Administrators & Proctors is the one you are currently in. A test security agreement form will need to be signed again in Spring. There are some training videos on security on the Maine DOE website. The test security form covers both Maine Science and NWEA assessments.
- [https://www.maine.gov/doe/Testing\\_Accountability/MECAS/materials/security](https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/security)
- Q. *Can I retest a student?***
- A. Students should typically only take each MAP Growth assessment once per term. To determine if a student is eligible for a re-test please refer to the [Maine 2021-22 NWEA MAP Growth Re-administration policy](#) for details regarding which students are eligible to be retested.
- If a student falls within one of the approved cases for a retest, please document the instance in the Re-administration policy survey [here](#).

### **Additional Information**

- Updates for Spring 2022 can be found here:  
[https://www.maine.gov/doe/Testing\\_Accountability/MECAS/NWEA](https://www.maine.gov/doe/Testing_Accountability/MECAS/NWEA)
- Roster file template can be found here: <https://teach.mapnwea.org/contents/templates>
- NWEA Maine Dedicated Support Number (855) 430 - 1777
  - **Support Hours:** 4 am - 5 pm PST Monday – Friday
- Text to Speech for Reading Passages is still not allowed per Maine DOE.
- Clever Support number- 1 800 521 6516